Smokejumper Unit   Checklist #15

Location: **Date:**

Respondent: **Reviewed By:**

Key Code: **E** = Exceeds Standard **M** = Meets Standard **NI** = Needs Improvement **NR** = Not Reviewed		
Code	**Description**	**Remarks**
	PERSONNEL ADMINISTRATION	
	1. Staff meets national organization guidelines, including: a) base manager b) GS-8/9 foreman positions c) GS-7 squad leader positions d) GS-5/6 positions e) ratio of overhead to smokejumpers f) permanent seasonal employees g) appointment(s) h) EMT's i) c-fallers.	
	2. Qualifications and training are met for the following positions: a) loft foreman b) operations foreman c) training foreman d) loadmaster foreman e) assistant foreman f) squad leaders g) other positions.	
	3. Personnel participate in a documented tailgate safety session weekly or at the beginning of each project.	
	4. Operational and safety briefings are conducted regularly.	
	5. Booster crew and visiting pilot briefings are conducted when appropriate.	
	6. Personnel are familiar with job hazard analysis process, unit safety plan and can readily access this information.	

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	7. Radio operations meet requirements of:
	  a) minimum number of radios
	  b) knowledge of radio programming
	  c) understand frequency authorization and use issues
	  d) cloning cables / plugs.	

	8. Personnel are familiar with location of safety items, such as first aid kit and fire extinguisher.	

	9. Staff has completed the following training (per ISMOG standards):
	  a) annual fire fighter safety refresher; understands/can apply the 10 Standard Firefighting Orders, 18 Watch Out situations, and LCES
	  b) participate in additional fire shelter drills and field exercises
	  c) defensive driving
	  d) first aid, blood-borne pathogens, CPR
	  e) hazardous materials awareness/ MSDS
	  f) basic helicopter safety as appropriate to their aviation activities
	  g) chainsaw (S212 or equivalent)
	  h) power tool training
	  i) the risk management process
	  j) wildland/urban interface
	  k) pumps/water handling
	  l) spotter training
	  m) other	

	10. All necessary training and re-currency jumps are completed prior to first call-out.	
	11. Personnel meet all qualifications required of their positions, including completion of the "pack test", and have current red cards.	

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	12. Individual files document experience and are current in the agency's qualifications system.	
	13. Appropriate taskbooks are issued for personnel.	
	14. Personnel have attended employee orientation to include: a) mutual respect/civil rights b) local resource management issues (noxious weeds, riparian areas, cultural sites, wilderness, etc.) c) roles and responsibilities/chain of command/unit organization d) other.	
	15. Personnel has access to adequate training materials and equipment (training library, videos, reference materials, internet, overhead projectors, slide projectors.)	
	16. Personnel participates in a physical fitness program to include: a) awareness of and meeting documented agency fitness program standards b) using the program regularly c) documenting and evaluating progress d) note time allotted for PT.	
	17. Supervisors are familiar with administrative issues and prepare proper documents as required, such as: a) T&As b) crew time reports c) fire time reports d) travel records e) accident reports f) training records.	

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	18. Supervisors are familiar with air cargo transport limitations and requirements including: a) purging of gas receptacles b) air transport manifesting c) weight limitations d) safe packaging procedures for specialized equipment.	
	19. Personal fire equipment meets the following standards: a) personal protective equipment is issued and serviceable b) personal fire gear bag ready c) line gear is ready d) all equipment meets weight standard e) spotter equipment available.	
SMOKEJUMPER MISSION PREPAREDNESS		
	20. Fire response procedures are followed as per interagency guidelines, including: a) request and jumper alert process b) suit-up and equipment check c) spotter check and A/C boarding procedures d) ramp control and engine start procedures e) pre-flight checks and procedures.	
	21. En-route procedures follow established guidelines, including: a) communications and flight following b) navigation and mission control c) in-flight and emergency procedures d) parachute and cargo load management e) spotter administration procedures.	

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	22. Spotter and jump procedures follow established guidelines, including: a) IC selection policy b) spotter/assistant spotter protocols c) communication: requesting unit and other air resources d) jump spot selection e) flight patterns and streamer procedures f) briefing procedures g) hook up, safety checks and monitoring h) exit procedures i) emergency procedures j) aircraft and load management k) air to ground communications l) pilot procedures m) coordination with spotter n) low pass policy/procedures o) pattern establishment and procedures p) drop speed and altitude q) mixed load checklist and procedures.	
	23. Cargo delivery procedures follow established guidelines, including: a) spot and pattern selection b) communications: pilot, spotter, and ground control c) flight safety (PPE, tether, etc.) d) delivery procedures and efficiency e) emergency procedures f) ground safety g) load control and management.	
	24. Jump injuries are mitigated by medivac procedures and: a) on-board medical equipment b) EMT and medical specialist availability c) mission management (pilot, spotter, ground IC)	

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	d) jump operations e) communications f) medivac and treatment protocols g) equipment and personal delivery h) aircraft departure policy.	

FACILITIES

	25. Facility meets needs of personnel/ equipment/mission, including: a) general layout b) smokejumper access to aircraft c) parachute loft d) loadmaster area e) housekeeping.	
	26. Training units are in good condition and serviceable, including: a) exit tower b) letdown tower c) PLF simulator d) physical training equipment e) other.	
	27. Housekeeping standards are established and met.	
	28. Safe food handling procedures are practiced.	
	29. Facility security is adequate.	
	30. Facility is signed appropriately.	

	31. Cache inventory meets needs of resources working out of the facility, including:
	a) jump suits
	b) helmets
	c) harnesses
	d) letdown tapes
	e) P.G. bags
	f) radios
	g) EMT kits
	    • first aid supplies
	    • trauma kits	

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	h) Cargo chutes, containers and static lines i) Stencils, weak links and cargo loops, packaging and strapping j) rigging instructions k) other.	
	32. Fire tools/kits meet standards.	
	33. Tools are properly marked and stored.	
	34. Inventory and use records are available and current.	
	35. Fire rations are adequately stored.	
	36. Adequate space is available for training functions.	
	37. Bulletin board includes appropriate postings such as: a) employee right-to-know information /MSDS b) organization chart c) first aid procedures d) 10 Standard Fire Orders e) 18 Watch Out Situations f) facility fire plan g) fire danger information h) fire weather information i) smoking policy j) sexual harassment policy / EEO counselors k) Department of Labor required information.	
	38. Personnel are familiar with posted material.	
	39. Safety equipment available includes: a) smoke alarms b) first aid kits c) CO detectors d) fire extinguisher e) illuminated exit signs f) equipment property number.	

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	40. Agency safety inspection is complete.	
	41. Administrative space is adequate.	
	42. Provisions for mixed gender crews are adequate.	
	43. Overall facility condition, inside and out, is adequate.	
	44. Storage of flammables/hazardous materials meets standards.	
	LOFT OPERATIONS	
	45. Office materials and references are well-organized and accessible.	
	46. Development controls are established.	
	47. Supervisory personnel meet interagency qualifications standards.	
	48. The following certificated personnel are available and meet required standards. A training program is in place for certification. a) Designated examiners b) Master riggers c) Senior riggers.	
	49. Parachute inspection, maintenance and rigging controls are performed frequently on: a) main parachutes b) emergency parachutes c) cargo parachutes.	
	50. Parachute accessories, equipment, and records are adequate, including: a) D-bags, static lines and flap containers b) tools, supplies and sewing machines c) inspection tower, repair and rigging areas d) service life data	

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	e) manufacturing, maintenance and repair protocols f) other.	

ACCIDENTS, INCIDENTS, AND MALFUNCTIONS

	51. The unit reporting system includes the following: a) aviation SAFECOM b) MTDC injury reporting form c) agency required forms and documentation d) annual reports e) frequency rates.	
	52. A review process is followed which includes: a) national matrix b) investigation recommendations c) actions taken.	